

13 December 1973

MEMORANDUM FOR: OTR Officers

SUBJECT : Survey of Library Periodical Contents of  
Interest

The OTR Library Committee, as part of its responsibility for increasing and improving OTR Library services to the Office, is now implementing a proposal by the Intelligence Institute for regular circulation of tables of contents of selected library periodicals to interested OTR components. Course faculties and others with special training interests could be served by timely notice of the existence of pertinent articles; copies of those articles indicated to be of interest would be furnished by the Library staff upon request.

To compile the most generally useful list of periodicals for this purpose, the Library Committee requests that all interested OTR officers fill out the attached form and forward it to  Secretary, STATINTL OTR Library Committee, Room 1025, Chamber of Commerce Building, no later than 4 January. The Committee, after consolidating and reviewing all lists received, will select the ten periodicals which seem most in demand, and determine the frequency with which the selected tables of content are to be circulated. The table of contents of Current magazine, itself a monthly compilation of articles on various issues, will be automatically included in the lists to be circulated.

ADMINISTRATIVE

ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

Please indicate below the OTR Library periodicals, up to 15 in number, of which you wish to receive the tables of contents on a periodic schedule.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

Name \_\_\_\_\_

OTR Component \_\_\_\_\_

ADMINISTRATIVE - INTERNAL USE ONLY

MEMORANDUM FOR: Chief, Plans and Development

SUBJECT : Possible Move of the Operations Collection to

[REDACTED]

25X1A

The OTR Library Committee, 6 December 1973, met to consider the possibility and feasibility of transferring the Operations Collection presently housed in the vault of Room 816, Chamber of Commerce Building to the [REDACTED] as directed by Chief, Plans and Development Staff, OTR. The Committee considered the location of the collection in relation to its customers; the location of principal customers; the frequency of use; ways in which requests for the documents and volume in the collection are received; the feasibility of transfer of the Collection to Headquarters Building; the feasibility of housing the Collection in safes instead of a vaulted area; and the possibility and feasibility of transfer to the DDO.

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Following deliberation, the Committee decided that the Operations Collection should not be moved to the [REDACTED] at this time for the following reasons:

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1. Approximately 95% of the requests for materials from this collection came from the operating divisions at headquarters. Only 5% come from the [REDACTED] (See Attachment A) From the customer standpoint, the material is more conveniently located in the Washington area than the [REDACTED]

25X1A

25X1A

2. Requirements from customers are frequently tentative and must be discussed with the custodian. Even when a satisfactory solution has been reached, it is often necessary to reproduce additional copies in order to satisfy the request. Again this is more conveniently done in the Washington area.

25X1

[REDACTED]

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3. The vault space in which the collection is currently housed cannot be conveniently used for any other purpose. It lacks ventilation and illumination. It could not effectively be transformed into classroom or office space. To be considered is the initial cost of installing such a vault in a rented building and the resulting use of that area.

*I don't think this can be so flatly stated. I know of at least one very important other use.*

4. If a customer has to examine the documents, he would have to hold an already overloaded telephone circuit to ☐ while he discussed them with the custodian or would have to travel to ☐ to examine the documents himself. Keeping the collection in the Washington area allows the possibility of one-day service to the customer while moving it to the ☐ might cause the service to take two or three days. The possible restriction of flights to and from ☐ lends further weight to this consideration.

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5. A part of the effectiveness of this collection is its present custodian and her familiarity with the material. She is familiar not only with the material itself but also with the uses to which it has been put and the principal customers for the most commonly used items. This advantage would be lost if the collection were moved from the Washington area.

In considering a possible move to the Headquarters Building where it would be close to its users, the Committee found that the current Operations Collection occupies 350 linear feet of space; this would be translated into 40 <sup>(2 feet per drawer)</sup> safes -- an imposing sight! Since the OTR complex at Headquarters has no vault available, housing the collection there would require considerable safe space. According to the Records

*Considering the rather slight use made of the collection, isn't there the possibility of moving at least some of it to ☐*

SECRET

Management Staff of the DDO, no further safes will be permitted in the Headquarters Building.

SECRET

DISTRIBUTION OF TRAINING MATERIALS BY OPERATIONS TRAINING REFERENCE CENTER  
1 January 1973 - 28 November 1973

<u>Requesters</u>	<u>Total No. of Requests</u>	<u>Total No. of Documents Requested</u>
AF	9	23
EUR	1	2
EA	15	98
WH	13	87
NE	8	120
SB	4	4
ALT	10	26
25X1A [ ]	10	42
MISC:		
(Div. D - CI		
25X1A OCR - [ ]		
25X1 FI - [ ]		
25X1 CI [ ]	33	72
	103	474

Deposited into the Reference Center: 71 documents

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25X1

TOTALS:

DISTRIBUTION OF TRAINING MATERIALS BY OSL/TR - 1/1/72 to 12/31/72

<u>Requesters</u>	<u>Total No. of Requests</u>	<u>Total No. of Items Requested</u>	<u>Total No. of Documents Forwarded</u>
AF	15	88	165
EUR	9	46	51
FE	13	53	93
NE	6	27	29
WH	19	141	220
SE	0	0	0
ALT	29	29	56
25X1A <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px; vertical-align: middle;"></span>	<u>24</u>	<u>24</u>	<u>122</u>
	124	460	794

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